



DEPARTMENT OF THE AIR FORCE
WASHINGTON, DC

Office of the Secretary

7 August 2003

MEMORANDUM FOR ALL Military Personnel Flight's

SUBJECT: Presidential Letters of Recognition for Retirement

1. The processing of Presidential Letters of Recognition for Retirement requests will become a web-based program, Presidential Letter of Appreciation Request System (PLARS), within the coming months. In accordance with AFI 36-3203, Service Retirements, para 6.6.5 and AFI 36-3209, Separation and Retirement Procedures for Air National Guard and Air Force Reserve Members, para 5.5.4, the MPF or HQ ARPC/DPAR must submit all requests for Presidential Recognition on Retirement. The MPF or HQ ARPC is required to verify pertinent information in regards to the request. The program will be accessible from a .mil address by MPF or HQ ARPC personnel only; therefore, all geographically separated units and Air Force Elements will be required to go through the appropriate office to ensure a Presidential letter is requested. With the pending implementation of this system, it is important to let units know the proper procedures for requesting Presidential recognition so requests will not be delayed.
2. Currently, the web-based system, PLARS, is being tested. In September, we will begin transitioning from the current fax, mail-in, or email methods to the new system. After 31 October 2003, only requests completed via the new system will be processed. The web address for PLARS is www.plars.hq.af.mil.
3. Please continue to send your request by fax to (703) 693-6340 until notified the web-based system is activated. To avoid delays, please ensure units are notified that requests must go through appropriate channels.
4. The point of contact for the Presidential Recognition Program is Capt D. L. Pualani Zuniga or TSgt Malcolm Hawkins at DSN 227-1778.

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